

## **INSTRUCTIONS FOR COMPLETING THE LOGIC MODEL**

The Logic Model should help to formalize the goals, objectives and activities of your proposed program or research study.

To begin, you should outline your program's main goals. Goals are the long-term and broad changes you hope to make with your program. For example, To reduce recidivism by providing marketable job skills training to incarcerated female offenders.

The objectives are measurable steps that will lead to your success in achieving your goals. Objectives can be divided into process and outcome measures. Process measures are used for on-going monitoring of a program, while outcome objectives are related to the program's ultimate success or failure. For the job skills example above, the process objectives might include: 1) Screening 100% of sentenced female inmates to determine appropriateness for program, 2) Enrolling 5 new female inmates in the program each month, etc. Outcome objectives might include: 1) Having 50% of participants employed continuously for 6 months post-release.

The activities of your program are the day-to-day functions that will occur in order to keep your program running and help you meet your established objectives. For example, 1) Run and review a report of all newly sentenced female offenders, 2) Meet with Adult Counselors to review cases, 3) Provide a list of current enrollees to Warden, etc. The activities should be as detailed as you can predict.

Resources needed are all the materials, staff, and money necessary for the program to operate. Examples may include: 2 full-time instructors, 1 laptop computer and printer, 200 student workbooks, etc.

In completing the Logic Model, you should also consider how the effectiveness of your program will be measured either at the end of the program period. Answering the questions below will help prepare you for evaluation:

Who is the targeted population? What criteria have you established to identify this population?

If the program operates as designed, is it appropriate to expect that final outcomes will be achieved?

Where is the program data stored (reports, electronic database, client folders, etc.)?

What will be the reporting mechanisms for your program? To whom will you submit reports? How frequently?